

State of Connecticut JOB POSTING

DEPARTMENT OF TRANSPORTATION

JOB OPPORTUNITY

Administrative Assistant

Office of the Commissioner

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on Exam List
Location: Headquarters, Newington, CT
Job Posting No: 30394
Hours: 8:00 am to 4:30 pm
Salary: CL-19: \$53,935.00 to \$69,795.00 annual
Closing Date: November 4, 2015

This position will serve as the Administrative Assistant to the Director of Administration.

Preferred skills and experience: Exceptional communication, reading, writing and proofing skills are necessary for this position where technical and complex policies as well as administrative memorandums are reviewed and updated regularly. The ability to work independently (minimal guidance) and to appropriately use the authority of the Office to facilitate meeting deadlines and objectives in support of the Director on a broad variety of tasks for the Commissioner's Office. This position will also help support the function of the Office of the Commissioner as needed or necessary, which requires outstanding communication and telephone skills with customers, which will include the Governor's Office, Federal, State and Local Officials, Legislature and the public.

Eligibility Requirement: Candidates must have applied for and passed the Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

Experience and Training:

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Administrative Assistant positions in the Commissioner's Office within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (CT-HR-12), and **State employees must include their last two service ratings** by November 4, 2015 to:

Ms. Cheryl Malerba
Director of Administration
Department of Transportation
2800 Berlin Turnpike
Newington, CT 06106
Email: Cheryl.malerba@ct.gov
Fax: 860-594-3008

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.